



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	PUBLIC HEALTH INVESTIGATOR SPECIALIST
3	Posting Number	PN# 109411
4	Department	Health & Human Services Department
5	Division	Communicable Diseases
6	Section	Bureau of HIV/STD Prevention
7	Reporting Location	8000 N. Stadium
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

ALL HEALTH DEPARTMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING.

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DESCRIPTION OF DUTIES
Coordinates identification and reporting of communicable diseases from selected facilities such as laboratories, hospitals and correctional facilities.

CORE FUNCTIONS
 - Perform HIV/STD client interviews, cluster interviews and prevention counseling sessions.
 - Perform field investigations to notify patients at risk for developing HIV/STD.
 - Conduct STD case management.
 - Provide technical leadership to lesser-experienced Disease Intervention Specialists.
 - Prepare required statistical and narrative reports.
 - Conducts HIV/STD liaison activities with internal and external entities.
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WORKING CONDITIONS
The position is physically comfortable, the individual has discretion about walking, standing, etc.
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MINIMUM EDUCATIONAL REQUIREMENTS
Requires a Bachelor's degree in the Social Sciences, Physical Science, Public Health or a closely related field.
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MINIMUM EXPERIENCE REQUIREMENTS
Three (3) years of experience in the public health field are required.
Pertinent professional experience in the public health field may be substituted for the above educational requirement on a year-for-year basis.
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MINIMUM LICENSE REQUIREMENTS
None
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PREFERENCES
Preference will be given to applicants with prior public health and/or HIV prevention experience.
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SELECTION/SKILLS TESTS REQUIRED
None
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SAFETY IMPACT POSITION
☐ Yes ☒ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
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SALARY INFORMATION
Grant positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:
Salary Range - Pay Grade 20
\$1,151- \$2,136 Biweekly \$29,926 - \$55,356 Annually

GRANT FUND POSITION
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OPENING DATE
March 15, 2006
- 19

CLOSING DATE
OPEN TILL FILLED
- 20

APPLICATION PROCEDURES
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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